

Carey, Sheila

From: McFadden, Elizabeth
Sent: December 22, 2004 12:24 PM
To: Winters, Deborah; Jones, C. Todd; Miller, Meredith; Wolfe, Christine; Wade, Maria; Saunders, Azalea; Vogel, Jonathan; Rosen, Jeff; Rodriguez, Blanca; Griffin, Charlesetta; Harding, Natasha; Carey, Sheila; Rudolph, Kim; McGrath, Jack; March, Greg; Gregory, Wava; Howard, Khrriss
Cc: Friday, Melzetta; Egan, Amy; Fuller, Carole
Subject: Review and Clearance -- AN FY 2005 -- Rehabilitation Continuing Education Programs--Reg. Rehab. Continuing Education Projects

Attached are the clearance sheet and the Application Notice for FY 2005 for Rehabilitation Continuing Education Programs-Regional Rehabilitation Continuing Education Projects (RSA/OSERS) - CFDA No. 84.264A, B.

Please review the attached application notice and return your clearance sheet with your comments, if any, or e-mail your response and any comments to **Elizabeth McFadden (6E227 FB-6)**, and **Carole Fuller (6E206, FB-6)** by **January 4, 2005**.

Thank you,

Elizabeth McFadden



1 - AN - 84.264A-B-05-AN.d
EP.RRCEP. - electro oc

*Approved 12/23/04
1820-0018-Exps 2/28/05*

Elizabeth A. M. McFadden
Assistant General Counsel
Division of Regulatory Services
Office of General Counsel
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Ph: (202) 401-8300 (Direct 401-6307)
Fax: (202) 260-5085
Email: Elizabeth.McFadden@ed.gov

APPLICATION NOTICE
REGULATIONS CLEARANCE SHEET
OFFICE OF THE GENERAL COUNSEL
DIVISION OF REGULATORY SERVICES (DRS)

DRAFT NO: 1

DATE: December 22, 2004

Please review the attached document, check the appropriate box below, sign, and return with your comments, if any, or e-mail your response and any comments to **Carole Fuller and Elizabeth McFadden** by the due date.

____ Ex. Sec. (Deborah Winters) 7C100
FB-6

____ ODS (C. Todd Jones) 7W206 FB-6

____ OUS (Meredith Miller) 7E320 FB-6

____ OUS (Christine Wolfe) 7E310 FB-6

____ Budget Service (Maria Wade) 5W311 FB-6

____ PPSS (Azalea Saunders) 6W224 FB-6

____ Deputy General Counsel for
Postsecondary & Regulatory Service
(Jonathan Vogel) 6E339 FB-6

____ Assistant General Counsel for
Regulations (Elizabeth McFadden) 6E227
FB-6

____ Program Attorney Jeff Rosen
Room 6E202 FB-6
Telephone 401-8316

____ OCFO (Blanca Rodriguez, Charlesetta
Griffin, Natasha Harding, GPOS), 3652
ROB-3)

____ IMG (Sheila Carey, Kim Rudolph) 4050
ROB-3

____ Khriiss Howard, 4E255 FB-6 (e-Application
language)

____ Legislation & Congressional Affairs
(Jack McGrath) 6W332 FB-6

____ OSERS (Greg March) 5095 Potomac
Center Plaza

____ Wava Gregory, 5W117 FB-6

Program Contact: _____ Program Scheduler: Melzetta Friday

Check one:

- ☒ Approved
- ☐ Approved subject to minor changes noted.
- ☐ Not approved -- see comments.

TYPE AND TITLE Application Notice - FY 2005 - Rehabilitation Continuing Education

Programs - Regional Rehabilitation Continuing Education Projects

RETURN TO: Carole L. Fuller
(inbox - Room 6E217 FB-6 or
office - Room 6E206 FB-6)

DUE DATE: January 4, 2005

SIGNATURE: _____

DATE: 12-23-04

NOTE: _____

computer i.d. 84.264A.B-05-AN

CFDA Nos 84.235A, B

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

Rehabilitation Continuing Education Programs (RCEP)--

Regional Rehabilitation Continuing Education Projects

(RRCEP)

Notice inviting applications for new awards for fiscal year
(FY) 2005.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.264 A, B

Dates:

Applications Available: (INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 45
DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Intergovernmental Review: (INSERT DATE 90
DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER).

Eligible Applicants: States and public or nonprofit
agencies and organizations, including Indian tribes and
institutions of higher education. Applications under this
notice are invited for the provision of training under CFDA
84.264A for Department of Education Region V only and under

CFDA 84.264B for Department of Education Regions I, III, VI, VIII only.

Estimated Available Funds: The Administration has requested \$2,559,914 for new awards for this program for FY 2005. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

Estimated Range of Award: \$400,000-\$550,935.

Estimated Average Size of Award: \$500,000.

Estimated Number of Awards: 5.

Maximum Awards: We will reject any application under CFDA 84.264A or 84.264B that proposes a budget exceeding the following stated maximum award amounts for a single budget period of 12 months. The Assistant Secretary for the Office of Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

MAXIMUM LEVEL OF AWARDS BY RSA REGION:

CFDA 84.264A

Region V - \$550,935

CFDA 84.264B

Region I, III, VI, VIII - \$500,000

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To support training centers that serve either a Federal region or another geographical area and provide for a broad, integrated sequence of training activities that focus on meeting recurrent and common training needs of employed rehabilitation personnel throughout a multi-State geographical area. Projects under CFDA Number 84.264A develop and conduct training programs for employed State agency staff at the administrative, supervisory, professional, subprofessional, or clerical levels in order to develop needed skills for effective agency performance, centers for independent living, and client assistance programs. Projects under CFDA Number 84.264B develop and conduct training program for private rehabilitation facilities and community rehabilitation programs which cooperate with State vocational rehabilitation units in providing vocational rehabilitation and other rehabilitation services.

Program Authority: 29 U.S.C. 772.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, and 86. (b) The regulations for this program in 34 CFR parts 385 and 389.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Cooperative agreements.

III. Eligibility Information

1. Eligible Applicants: States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education. Applications under this notice are invited for the provision of training under CFDA 84.264A for Department of Education Region V only and under CFDA 84.264B for Department of Education Regions I, III, VI, VIII only.

2. Cost Sharing or Matching: Grantees must provide a match of at least 10 percent of the total cost of the project under the Rehabilitation Continuing Education Program - Regional Rehabilitation Continuing Education Projects. (Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)

3. Other: Grantee indirect cost is limited to 8 percent under this program.

IV. Application and Submission Information

1. Address to Request Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: <http://www.ed.gov/pubs/edpubs.html> or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.264A or CFDA number 84.264B.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue SW., room 5075, Potomac Center Plaza Building, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a telecommunications device for the deaf (TDD) you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program [competition].

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 45 pages, using the following standards:

- A page is 8.5" by 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit;

or

- You apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 45 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER).

Applications for grants under this competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants system. For information (including dates and times) about how to submit your application electronically, or to request a waiver of the electronic submission requirement, please refer to section IV. 6.

Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: (INSERT DATE 90 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER).

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part

79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements.

Applications for grants under this competition must be submitted electronically, unless you request a waiver of this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Rehabilitation Continuing Education Program--RRCEP-CFDA Number 84.264 A, B, must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>.

If you are unable to submit an application through the e-Grants system, you may submit a written request for a waiver of the electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Christine

Marschall, U.S. Department of Education, 400 Maryland Avenue, SW., room 5053, Potomac Center Plaza, Washington, DC 20202-2800. Please submit your request no later than two weeks before the application deadline date. Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

If, within two weeks of the application deadline date, including on the application deadline date itself, you are unable to submit an application electronically, you must submit a paper application in accordance with the mail or hand delivery instructions described in this notice. The paper application must include a written request for a waiver documenting the reasons that prevented you from using the Internet to submit your application electronically.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this competition after 4:30

p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time, for maintenance. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you request a waiver and submit your application in paper format because you were prevented from submitting it electronically as required.

- You must submit all documents electronically, including the Application for Federal Education Assistance ED 424, Budget Information--Non-Construction Programs (ED 524, and all necessary assurances and certifications.

- Your electronic application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- After you electronically submit your application, you will receive an automatic acknowledgement that will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the ED 424 to the Application Control Center after following these steps:
 1. Print ED 424 from e-Application.
 2. The applicant's Authorizing Representative must sign this form.
 3. Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the ED 424.
 4. Fax the signed ED 424 to the Application Control Center at (202) 245-6272.
- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from electronically submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to

transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an electronic application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application deadline is extended, an email will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application

system. If the e-Application system is available, and you are unable to submit your application electronically or you do not receive an automatic acknowledgement of your submission, you must submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice. Your paper application must be accompanied by a written request for waiver of the electronic submission requirement documenting the reasons that prevented you from using the Internet to submit your application electronically.

b. Submission of Paper Applications by Mail.

If you have requested a waiver of the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must send the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.264A or 84.264B)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center - Stop 4260
Attention: (CFDA Number 84.264A or 84.264B)
7100 Old Landover Road
Landover, MD 20785-1506

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
3. A dated shipping label, invoice, or receipt from a commercial carrier; or
4. Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or

2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you have requested a waiver of the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the applicable following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.264A or 84.264B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

1. You must indicate on the envelope and – if not provided by the Department – in Item 4 of the ED 424 the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

2. The Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are in the application package.

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are in 34 CFR part 385 and 389.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and

send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements:

We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The Government Performance and Results Act (GPRA) of 1993 directs Federal departments

and agencies to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals. The goal for the RRCEP is to support training centers that provide for a broad integrated sequence of training activities that focus on meeting recurrent and common training needs of employed rehabilitation personnel throughout a multi-State geographical area.

The goal of the RRCEP is to upgrade the skills and to develop mastery of new program developments dealing with significant issues, priorities, and legislative thrusts of personnel currently employed in the public VR system. Each RRCEP grantee is required to conduct participant evaluation of RRCEP training activities. They must maintain summary evaluation data on each activity.

The RRCEP reporting form provides specific information on the number of training activities, the topics of each training program, the number of participants served, the target groups represented by participants, and summary data of participant evaluations. This form will allow the RRCEP to measure results against the regional needs assessment conducted by the RRCEP and against the goal of upgrading the skills and mastery of new program developments,

priorities, and legislative thrusts of personnel currently employed in the public VR system.

VII. Agency Contact

For Further Information Contact: Christine Marschall, U.S. Department of Education, 400 Maryland Avenue, SW., room 5053, Potomac Center Plaza, Washington, DC 20202-2800. Telephone: (202) 245-7429.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO),

toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

John H. Hager,
Assistant Secretary for
Special Education and
Rehabilitative Services.